

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

June 15, 2018

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council's next meeting is on **Monday, June 18, 2018** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Recognition of Legislative District 1 Senator Guy Palumbo and Representatives Derek Stanford and Shelley Kloba for Main Street Project and Ballinger Park Funding; (2) Recognition of Mountlake Terrace High School Baseball Team; (3) Approval of City Council Subcommittee Recommendation for Board and Commission Member Appointments; (4) Authorize City Manager to Execute Contract with MSA to Conduct Water Rate Study; (5) Approval of School Resource Officer Interlocal Agreement; and (6) Public Hearing and Adoption of Critical Areas Regulations Ordinance.

The City Council's next work/study session scheduled for **Thursday, June 28, 2018** is cancelled.

The City Council's next work/study session is on **Monday, July 2, 2018** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Presentation of Check from Snohomish County Council Vice-Chair Terry Ryan for 214th Street Sidewalk Project; (2) Review Legislative Agenda (Tentative); and (3) Quarterly Discussion and Update of City Council Goals.

COMMUNITY MEETINGS AND EVENTS

- **Sound Transit Open House June 13:** Over 50 people attended the Sound Transit Open House for the Mountlake Terrace Station, part of the Lynnwood Link Extension project, that was held on June 13, 2018 from 6:00 to 8:00 p.m. at the Mountlake Terrace Senior Center. A brief presentation of the current plan was shown.

Sound Transit is building a Link light rail station in Mountlake Terrace as part of extending light rail from Northgate to the City of Lynnwood. For more information on the Lynnwood Link Extension project and Open House, or to participate online, visit <https://lynnwoodlink.participate.online/mountlake-terrace>.

- **Coffee with the City Moved to July 18:** Join city officials for a casual conversation and a cup of coffee. Residents, business owners and others from the community are invited to hear what's

going on in the city, provide input about city services and events, and ask questions. This casual monthly event is scheduled at the Recreation Pavilion, 5303 228th Street SW on Wednesday, July 18, 2018 from 6:00-7:00 p.m. in the Jungle Room. (This meeting was originally scheduled for July 11.)

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Update on Civic Campus Project:** On June 7, ARC Architects (ARC) presented an initial concept/schematic design to Police Department staff. During the meeting, ARC representatives explained the overall floor layouts of the planned addition and existing station. They also explained how construction would be phased for both projects, when funding is identified to pay for the remodel of the existing station. Police staff provided constructive comments which ARC will use to refine the drawings.

The City's Executive Leadership Team met with ARC Architects June 15 to review preliminary conceptual floor layouts, square footages for offices, the lobby, storage areas, meeting rooms, etc., in addition to ideas for building materials.

A public open house will be held on Wednesday, July 11 at 6:00 p.m. at the Senior/Community Center (23000 Lakeview Drive). Concepts of the New City Hall and Police Station Addition and related internal public gathering spaces will be presented during the open house. Please add this date to your calendars and plan to join us!

- **Public Records Update:** The Public Records Officer has been working in coordination with the Police Records Unit to comply with [RCW 40.14.026 \(5\)](#) that requires certain agencies to report annually on a variety of metrics related to fulfilling public records requests. The state's Joint Legislative Audit and Review Committee (JLARC) has established an online system for agencies to submit their data. The deadline for 2017 reporting is July 1, 2018. Following submittal of that report, the Public Records Officer will begin the 2018 report and catch up on that backlog since he did not start working here until April of this year.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **City Council to Hold Public Hearing on Proposed Critical Area Regulations:** The City Council will hold a public hearing and consider adoption of the Proposed Critical Areas Regulations Ordinance at its June 18 meeting. The meeting begins at 7:00 p.m. in the Interim Mountlake Terrace City Council Chambers (6100 – 219th Street SW, Suite 220). The update is intended to be completed by the end of June 2018.

The City Council had their first review of proposed updates to the city's critical areas regulations, Chapter 16.15 MTMC, at their May 3 work/study session. The critical areas code protects the functions and values of ecologically sensitive and hazardous areas, including streams and wetlands, flood prone areas, geologically hazardous areas, and aquifer recharge areas while allowing reasonable use of private property. Last updated in 2004, the city is due for a review and update to its critical area development regulations.

Regulation of critical areas helps to protect, conserve, and restore areas that support threatened or endangered fish (such as salmon), retain the important roles that critical areas play, and protect life and property from damage. A major focus is on water resources and water quality. Updates include consistency in how wetlands are defined and delineated, requiring notices on property titles when critical areas are identified, specific fencing and signage to protect wetland and stream and buffers, details on activities exempt from a permit such as removal of noxious weeds (such as ivy), and clarification on procedures.

- **Atlas 236** (5503 236th Street SW): This project is a 217,619 square foot, five story mixed-use building including 151 residential units, and 9,797 square feet of ground floor commercial space. The development is designed per Town Center site and building design standards. Commercial spaces are located on the ground floor facing 56th Avenue W and 236th Street SW (none on 55th Avenue W). The project is eligible for tax abatement.

Status: City staff are currently reviewing revisions to building, civil and landscape plans, submitted May 3. Construction permits are expected to be issued for the upcoming construction season.

- **MLT 228** (22802 44th Avenue W): This project will construct two new two-story, commercial buildings on a corner lot, totaling 21,530 square feet, with one level of underground parking to supplement surface level parking. The buildings are to be connected on the second story. Access to the site will be from the northern portion of the parcel, off 228th Street SW. Improvements include pedestrian activity areas along both 228th Street SW and 44th Avenue W, consistent with the Community Business District Design Standards. Interior property line, and parking lot landscaping will be provided.

Status: City staff has provided the applicant with initial review comments on the project's consistency with zoning site and building design standards.

- **Wingate** (23209 56th Avenue W): This project will construct a new four-story, 48,920 square foot, mixed-use building with 42 residential units and underground parking. Access to the site will be from 56th Avenue. Frontage improvements along 56th Avenue include a pedestrian activity area and public plaza space. On-site landscaping will be provided pursuant to required ratios, and the building itself will be designed according to the Town Center District Design Standards (TCDS). The project is eligible for tax abatement.

Status: City staff has provided the applicant initial review comments on the project's consistency with TCDS, including revisions. The applicant anticipates construction in 2019.

- **Terrace at Park West** (21309 48th Avenue W): This project, under construction, includes five buildings containing a combined total of 27 townhome units. Associated vehicle circulation road, utilities, landscaping, and pedestrian amenities will surround each building.

Status: The construction of the townhome units is ongoing, with a large volume of building and site inspections taking place.

- **Mountlake Terrace Elementary School** (22001 52nd Avenue W): This project, under construction, is a new 63,800 square foot K-6 school facility.

Status: Framing and roofing inspections, as well as electrical, mechanical, and plumbing are on-going. Completion is projected for mid-July 2018. Construction crews are currently working seven days a week on the project.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Interurban Trail Crossing Work on 212th:** The City of Lynnwood continues work on the Interurban Trail crossing on 212th. The work requires the intermittent use of detours onto the adjacent road network. City staff are working closely with Lynnwood's staff to address any issues arising from the use of the detours. The work is expected to last through September. There is a traffic alert on the city's website and social media updates have been made to alert the community. Our city also coordinated with City of Lynnwood to notify nearby major employers to ensure their commuters were aware of the project and associated detours.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Closure Alert!** The pool, spa, sauna, deck, locker rooms and racquetball courts will be closed for maintenance from June 18-22. The business office will be open on all these days except Friday, June 22 when the pavilion will be closed for summer staff training. Office hours are Monday, Tuesday and Thursday 6:30 a.m.-8:30 p.m.; Wednesday 6:30 a.m.-6:30 p.m.
- **Espresso Special of the Week:** Stop by the Recreation Pavilion espresso stand and check out our weekly specials! June 25 through July 1. Save \$.50 off a 16oz Blended Coconut Mocha or any flavor 16oz smoothie.
- **Swimming Lessons:** Spring lessons are finishing up. Pre-registration is underway for Monday/Wednesday and Tuesday/Thursday swimming lessons. Weekend swimming lesson pre-registration will take place this weekend June 15, 16 and 17. Open Registration for those currently not in swim lessons will be Wednesday, June 20 for Mountlake Terrace Residents and Thursday, June 21 for anyone who wants to register. Registration on June 20 and 21 is available both online and in person. Hours are 8 a.m. to 8 p.m. Lesson Schedules are available online <http://www.cityofmlt.com/529/Swim-Instruction> or at the Pavilion.
- **Lifeguard Training Class:** An American Red Cross Lifeguard Training class was held from June 9, 10, and will finish up on June 16 and 17 at the Recreation Pavilion from 12-5:30 p.m. on Saturday and Sunday. The class teaches how to be a lifeguard for a swimming pool and includes CPR/AED and First Aid Certifications. The class is full. Staff who have worked in Aquatics for 6 months can take the class at no charge. Coordinators Mark Feeny and Chris Barker have been teaching the class.
- **Summer Pool Schedule Change:** The summer pool schedule will begin on Saturday, June 23 with summer programs beginning on Monday, June 25. There will be changes in the swim schedule that will affect lap lanes in the morning and several fitness classes. Traditionally,

classes are shifted to earlier times to make room for the increase of swimming lesson demand and the addition of Marlins Swim Team practicing in two lanes during the morning.

- **Water Fitness Class Changes:** Water Walk MWF will move to 7:10 a.m. from 7:55 a.m.; Shallow Water Fitness MWF will move to 8:15 a.m. from 9:20 a.m.; LIFT MWF will move to 9:30 a.m. from 10:30 a.m. Deep Water Fitness TTH will move to 7:10 a.m. from 7:25 a.m. and LIFT TTH will move to 10:30 a.m. from 10:45 a.m. Weekday morning Lap lanes will be offered from 6-8 a.m. M-TH, then pick up again at 10:20 a.m. for 2- Adult Lap Lanes until 12:00 p.m. On Friday Lap Lanes will be open from 6 a.m. to 12 p.m. In the evening Deep Water Fitness will move up from 5:30 p.m. to 5:15 p.m.
- **Pool Schedule Changes:** On Saturdays beginning June 23 the 5:05 p.m. Pool Rental will be dropped for the summer, which will move up the Recreation Swim to 5:15-6:45 p.m. This rental will return in the fall when party rentals will increase. It's been evident from past years that party rentals during the summer are not as popular as during the rest of the year.
- **Marlins Swim Team:** Practices will begin June 25. The team practices on Monday through Thursday at a time for which they register. Suits and Shirts have been ordered for the coming season and their first meet will be at home on July 13 against the Snohomish County McCollum Frogs. The Marlins season will meet until August 9 and will end with the Championship meet at the Snohomish Aquatic Center on August 11.
- **Mountlake Terrace Dance Academy:** On June 9, 130 dancers performed in our fully produced rendition of Alice in Wonderland. Professional sound, lighting and stage technicians helped us bring our creative ideas to life on the Mountlake Terrace High School Theater Stage. Carefully selected professional costumes, musical choices and creative choreography helped each group look their best and tell a loose narrative of the original story. All the dancers were well prepared and confident on stage. Performers and audience alike, had a fun day, meaning all goals were achieved.
- **Dance Camp Summer Registration:** We have lots of options to choose from: Lyrical, Ballet, Irish Step, Hip Hop, Jazz, Cheer and more! New this year is our Total Dance Immersion, 9:00 a.m. to 4:00 p.m. July 23 - 27 and July 30 - August 3. These longer camps are designed to teach a broad spectrum of styles, allow dancers more time to create their own dances and give families a childcare option. You can register for all the dance camps online. Go to www.mltrec.com and click on the *Craze*. Find page 14 to view camps.
- **Weekly Summer Dance Classes for All Ages:** These classes are relaxed and fun just like summer activities should be. Dancers will sweat, learn and laugh. For kids we offer Creative Dance, Ballet, Jazz, Tap and Hip Hop for a 7-week session in the summer. Teen/ Adult classes include Ballet, Tap and Modern Dance. We've added Salsa to the summer by popular demand. It's not listed in the *Craze* so look online in our DASH data base under Quarterly Summer – Dance 2018.
- **Summer Fitness Classes:** Keep yourself fit and ready for the beach with our classes. Zumba, Strong by Zumba, Core de Force, Yoga and Therapeutic Stott Pilates are all being offered this

summer. Classes are on-going. The next session starts July 9. You can see our listings at www.mltrec.com and click on the *Craze* brochure. Turn to page 16 for fitness listings.

- **Adult Softball:** Registration for summer softball is open! Men's and women's leagues are available. Summer leagues begin June 25. Games are played Sunday through Friday. There is a \$600 fee per team. [Click here for registration information](#) or call (425) 640-3105.
- **Pool Maintenance:** Facilities Maintenance is preparing for the upcoming maintenance closure. Work to be performed includes Pool Deck cleaning, refinish the racquetball courts, and HVAC repairs.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club cleaned and weeded out seven entry locations throughout Mountlake Terrace on May 28 and planted all of the sites on June 1. The Mountlake Terrace Garden Club is looking for members to assist in running the club and maintaining the entry sites in Mountlake Terrace. The Mountlake Terrace Garden Club is a volunteer based community group that for 20 years has annually planted flowers and maintained seven different sites throughout the City. If you are interested in joining the garden club or just helping out this spring please contact Parks Superintendent Ken Courtmanch at (425)-776-1811.
- **Calvary Church Volunteers:** Riley Taylor and Gabriella Barham from the Calvary Church led a group of volunteers on Saturday June 9 to complete a service project in Mountlake Terrace. The Church pulled weeds and cleaned the flowerbeds along the Lakeview Trail.
- **Eagle Scout Projects:** Park staff has been contacted by two Eagle scout candidates interested in completing their projects in Mountlake Terrace. Theo Armentrout met with staff and is planning a project for Terrace Ridge Park and is considering attending a NPIS meeting to discuss the project. Tyler Mudaliar has contacted staff as well and will be scheduling a meeting to discuss possibilities.
- **Girl Scout Projects:** Park staff has been contacted by Troop Leader Heather Margo with an interest in completing their Silver Award projects in Mountlake Terrace. Two different groups are contemplating projects in Terrace Creek Park to be completed in 2018.
- **Premera Volunteers:** Premera employees worked at Veterans Memorial Park on Friday, June 8 and work completed included general debris clean up and painting of picnic tables, benches and the gazebo. Park staff has been contacted by another Premera employee group lead by Jonathon Nelson hoping to have 40 or more volunteers scheduled for a date in early July.

POLICE DEPARTMENT UPDATES

Monthly Activity (June 6 – 12, 2018)								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
YTD	962	1718	212	113	13	48	22	53

**Monthly activity is updated first week of each month*

Significant Incidents

- On June 6, 2018 at 4:26 a.m., officers responded to a reported home invasion robbery with a weapon at a home in the 23700 block of 56th Avenue West. The victim reported being asleep when he heard the suspects break down his bedroom door. The suspects wore masks, tied the victim up and kept asking where the money was. After rummaging around in his room for nearly half an hour the suspects suddenly left, leaving a small handgun and shotgun behind. Other than a minor abrasion the victim was unhurt. A canine track was unsuccessful. Detectives were called out for further investigation
- On June 6, 2018 at 6:00 a.m., Mountlake Terrace Patrols assisted the FBI and the DEA with a warrant service. The warrant was successfully served in the 5700 block of 220th Street SW. The warrant was one of many service locations throughout several counties and was part of a large scale operation lead by the FBI and DEA.
- On June 6, 2018 at 2:00 p.m., Mountlake Terrace Patrols responded to a threats complaint at Mountlake Terrace High School. Students discovered a threat to commit a shooting at the school the next day. It was written on the bathroom stall in one of the girl's bathrooms. The suspect stated in the message that he/she may kill themselves at the school. The date was underneath the message. The High School administrative staff requested police be at the school. Additional officers were placed at the school during the week with the school district working out plans to have officers at the school every day until school is out.
- On June 7, 2018 at 10:00 a.m., the police department was made aware of a rumored threat that was posted on social media concerning Mountlake Terrace High School. It was stated by a student that the posted threat warned of an active shooter. Officers responded to the high school and the school was put on lockdown until the threat was deemed safe.
- On June 7, 2018 at 11:48 p.m., an officer on routine patrol noticed multiple traffic violations from a car being driven southbound on 58th from 230th. When stopped, the female driver appeared to be under the influence. Based upon the odor of intoxicants, poor balance and her poor performance during the test she was given, the driver was arrested for DUI. The vehicle was impounded and after a breath test at Lynnwood PD, she was booked at the Snohomish County Jail for DUI.

- On June 8, 2018 at 9:30 a.m., officers responded to a note that was found in the boy's bathroom at the Mountlake Terrace High School. The note included a hand-drawn picture of a pistol, rifle and bomb. It is currently being investigated who left the note.
- On June 9, 2018 at 11:11 a.m., Mountlake Terrace patrol responded to the 4000 block of 212th Street SW for a report of a male trying to jump off a balcony. While officers were responding, dispatch advised the male was possibly on drugs and now trying to jump out of a window. Dispatch also advised that he had been throwing items around the residence and thought imaginary people were trying to attack him. Moments before officers arrived on scene, the male fell to the floor unconscious and not breathing. As officers arrived, they quickly started life saving measures until fire arrived and took over. The male was later pronounced deceased by the medics.
- On June 11, 2018 at 1:54 a.m., Mountlake Terrace officers responded to the Red Dragon Casino for a 911 hang-up call by a female caller who had also pulled the fire alarm. Officers made contact with the female who said she was being followed by friends of her boyfriend and pulled the fire alarm to get the police to respond faster. She refused to provide further details and became uncooperative with officers. The female was arrested and booked at the Snohomish County Jail.
- On June 11, 2018 at 7:19 a.m., Mountlake Terrace officers responded to assist Brier PD for a death investigation in the 2200 block of 225th Place. Family members had found the 73-year-old owner in the bathtub deceased. The deceased had no obvious signs of trauma and family members were able to help with the medical history.
- On June 12, 2018 at 11:48 a.m., Mountlake Terrace Patrol units responded to a burglary in progress in the 22000 block of 56th Avenue W. The victim confronted the suspects in the house and the suspects fled in a vehicle. The victim followed the suspects as they fled, and patrol units were able to stop the suspects at 6600 block of 216th Avenue W. The driver was taken into custody without incident. The passenger fled on foot and was apprehended with the help of the Snohomish County Sheriff's K-9. Both subjects were booked. Stolen property was recovered by the detectives.
- On June 12, 2018 at 11:23 a.m., an officer took a fraud report from a 34-year-old resident of the city. The victim said he received a call from a subject who said he was an IRS employee. The victim was told that a warrant was being issued for his arrest for a \$400 debt he owed for taxes. The suspect told him that he could avoid the warrant if he paid the \$400 now via a prepaid card. The victim believed the scammer because he had been audited by the IRS a couple of years prior. It wasn't until after giving the suspect the prepaid card info that he thought to check on the validity of the claim. The victim reported the incident to Federal authorities and was told to file a local police report.

Detective Unit Update

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|------------------|---------------------|-----------------|----------|
| • Cases Assigned | | • Cases Cleared | |
| ○ 18-8851 | Runaway | ○ 18-7237 | Burglary |
| ○ 18-9120 | Death Investigation | ○ 18-8851 | Runaway |
| ○ 18-8916 | Robbery | ○ 18-8006 | Burglary |
| ○ 18-8933 | Harassment | ○ 18-7241 | Burglary |
| ○ 18-8936 | Threats | ○ 18-6299 | Theft |
| | | ○ 18-8155 | Theft |

Community Outreach & Directed Enforcement

- Officers conducted local business and area checks at the following locations: Northern Lights Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and the Evergreen Elementary property.
- Traffic enforcement in school zones and other areas as requested.
- Outreach materials are being distributed when appropriate.
- Officers have been spending time at their assigned schools for the liaison program.
- Several faith based contacts were made this week.
- Officers had multiple days of investigations and provided security at the high school due to implied threats via graffiti found in the bathrooms and social media.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On March 24, 2018, Code Enforcement received a property complaint involving multiple junk /inoperable vehicles being repaired on residential property located near the 23400 block 55th Avenue W, along with vehicle parts and debris located in the front yard. Code Enforcement arrived and verified the property violations and issued a civil notice of violation for the following; 8.15.050.B.1-(All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), 8.15.050.E.1-(Repairing of any vehicles on private property is prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property where the repair is taking place and the repairs may not exceed 30 days), 8.15.050.D-(All vehicle parts and accessories including, but not limited to, containers of oils and fluids must be appropriately stored in an approved structure), and 8.15.050.F-(Leaving vehicles unattended on blocks, jacks, ramps, or otherwise elevated above the ground is prohibited). Code Enforcement also tagged a couple vehicles for impound that were stored on the right of way in front of the property. On April 5, 2018, one of the vehicles tagged resulted in police impound. Code Enforcement was eventually contacted by those associated with the property. They agreed to remove the junk inoperable vehicles and debris. On Jun 11, 2018, Code Enforcement re-inspected the property, and noted it was in compliance with city nuisance codes.



Other Items of Interest

- Both Chief Wilson and Detective Hatchel now serve as panel members on the Washington State Training Commission's certification/decertification hearing board.

NEWS RELEASES

News releases can be found on the [City's webpage](#).

MARK YOUR CALENDARS

- June 26-29, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street
- July 3, 3rd of July Family Celebration, Ballinger Park
- July 11, 6:00 p.m., Civic Campus Project Community Meeting, Ballinger Clubhouse
- July 18, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 27, 28, 29, Tour de Terrace, Evergreen Playfield
- August 7, 6:00-9:00 p.m., National Night Out, Evergreen Playfield
- August 8, 6:00 p.m., Economic Vitality & Town Center Task Force Meeting #5, Council Chambers
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 21, 6:00 p.m., Economic Vitality & Town Center Public Open House, Council Chambers
- September 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 26, 6:00 p.m., Evergreen Awards, Mountlake Terrace Senior Center
- October 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 24, Recreation Pavilion 50th Birthday, Recreation Pavilion
- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace